

HRO FY 07 Training Catalog – Updated 5 FEB 07

The following are offered by the Human Resource Office. All classes are posted via email with specific dates within 90 days of the class. If there is some training that you would like to have, please contact SSG Trina Wycoff at trina.r.wycoff@us.army.mil or DSN 684-9339 for assistance. **New and updated dates are in RED.**

New Employee Briefing

This course is designed to inform new employees on benefits and entitlements as technicians of the NH Army and Air National Guard. This course is held annually. Topics include:

- Pay, Staffing & Applying for Jobs
- Hours of Duty
- Leave, Family Friendly Leave
- Performance Appraisals
- Health and Life Insurance
- Thrift Savings Plan (TSP)
- Workers Compensation (OWCP)
- Federal Employees Retirement System (FERS)
- Incentive Awards
- Ethics Adverse Actions
- Labor/Mgt Agreement
- Equal Employment Opportunity (EEO)
- Military OneSource

24 October 2006 – Concord

To register contact SFC Doreen Sears

Thrift Savings Plan (TSP) Seminar

Held annually by Subject Matter Experts. Over the past few years TSP has become completely different than it was five years ago. For the most part, it's drastically improved and now offers a wide-range of new investment and withdrawal (at separation) options. This is your chance to ask questions and learn details about your Thrift Savings Plan.

30 January 2007 - Pease

31 January 2007 – Concord

To register contact SFC Doreen Sears

Federal Employee Benefits & Retirement Briefing: These briefings can be held upon request by section leaders and in your work area or shop. The purpose is to keep employees up-to-date of employee benefits and refresh employees on how their retirement system works. Topics covered are: Health Insurance, Flexible Spending Accounts, Long-Term Care Insurance, Federal Employee Group Life Insurance, Thrift Savings Plan (401k), Retirement systems. Other topics include "what happens upon mobilization and return," advantages of the buy-back programs, review of designations of beneficiaries, and familiarization with navigating benefit websites.

For more information contact MSgt Kevin McElroy

Medical Insurance Fair

Held each Fall. Our major health insurance providers are available to answer questions about their insurance plans. This is becoming increasingly important for all Federal Employees considering rising costs of medical care and the ever-changing new types of plans/options; and their linkage to the Flexible Spending Account (FSA) Program.

For more information contact MSgt Kevin McElroy

Financial Nuts and Bolts of Retirement

This 4 hour seminar is intended to help employees navigate through all of the information available out there on what you really need to retire. This interactive seminar is based on research of our staff and the book "Retire on Less than You Think".

14 December 2006 – Concord

To register contact MSgt Kevin McElroy (or Lt Col Pounder)

Mid-Career Planning Seminar

Held once every 2 years; this program is for federal technician employees covered under the Federal Employees Retirement System (FERS) and who are 10 to 20 years away from retirement. This program addresses three critically important areas of life planning; work, family and finances. Topics covered include:

- FERS Retirement Benefits
- Federal Employee Health Benefits
- Federal Employees Group Life Insurance Program
- Thrift Savings Plan
- Social Security
- Financial Planning
- Estate Planning

6-7 March 2007 - Concord

To register contact MSgt Kevin McElroy

Pre-Retirement Seminar

Held once every 2 years (alternating with the Mid-Career Planning Seminar); this program is for federal technician employees covered under CSRS and FERS who are within 5 years of retirement. Receive the information you need to make fully informed decisions about retirement. Learn how CSRS and FERS annuities and Social Security benefits are calculated and how your health and life insurance benefits carry over into retirement. Take this course to learn about Social Security benefits, Medicare, Thrift Savings Plan withdrawal options and financial, estate and "life" planning.

7-9 November 2006 Concord

To register contact MSgt Kevin McElroy

Psychology of Retirement Seminar

We have put together a 4 hour seminar on the Psychology of Retirement to help our employees prepare for retirement. We have found that it just isn't enough to be prepared financially, but there are many psychological aspects connected with this major life transition. The desired outcome of this seminar is to highlight the stages of retirement in order to increase awareness and understanding of this normal transition process.

18 October 2006 – Center Strafford

23 January 2007 – Center Strafford

10 April 2007 - Center Strafford

18 July 2007 – Center Strafford

To register contact SSG Trina Wycoff

New Supervisors 8 Hour Training

This 8 hour overview course is held 3 times a year and is to update and review information that new supervisors need to perform their supervisory duties; improve the supervisor knowledge of the technician and AGR program; and improve retention efforts in the technician and AGR program. Supervisors are required to attend within 3-4 months of being hired.

2 November 2006 - Concord

6 September 2007 - Concord

To register contact SSG Trina Wycoff

Technician Personnel Management Course

Conducted annually, this is the 40 hour follow on course to the 8 hour New Supervisors Course. Subject matter experts from the Human Resource Office educate new supervisors in their supervisory duties. Topics include:

- You as a supervisor and coach
- Generations in the Workplace
- Ethics
- Labor Relations
- Supervisor Workfolder/Record Keeping
- Classification and Position Management
- Recruitment and Placement
- Pay Administration
- Leave Administration
- Equal Employment Opportunity
- Performance Management
- Incentives
- HR Development and Training
- Conduct Management
- Employee Assistance
- Employee Benefits and Retirement
- Worker's Compensation

14-18 May 2007 – Center Strafford

To register contact SSG Trina Wycoff

Supervisor Training

Topics vary and are designed to help supervisor continuously improve their leadership skills. FY 07 will focus on hiring the right people and providing effective feedback.

Hiring Skills and Interview Techniques for Supervisors

Starting off with the right person is the most critical step in employee development. This day long seminar focuses on this first step. Topics will include:

- Preparing for the interview – Identify the core competencies, Developing questions, setting up a board, scoring, tools for objectivity, what are critical elements in a resume
- The Interview - dos and don'ts, putting people at ease, getting people to talk, weeding through nervousness, body language, appearance,
- After the interview - reference checks, dos and don'ts, developing questions,
- Scenarios to practice skills

26 October 2006 - Concord

25 January 2007 - Pease

21 June 2007 - Concord

7 August 2007 – Pease

To register contact SSG Trina Wycoff

Making Appraisals Work

We have contracted with Government Personnel Services (GPS) and Director Robbie Kunreuther for this 3 day course on innovative options for evaluating government employees within our specific guidelines. His articles on the subject have appeared in Federal Times, Government Executive, Federal Managers Quarterly, the Journal of the Association of Quality and Participation, and FedSmith.com. Lots of experts will tell you how your managers are supposed to keep "bean counts" on all their employees. Others will help you write "weasel word" standards that wind up looking generic and vague. GPS's 3-day seminar, Making Appraisals Work, offers a common sense alternative called "STEPS" (Standards That Enhance Performance). It's grounded in a belief that appraisals should be used to improve individual performance -- else why invest the time and effort? GPS offers a step-by-step technique for developing sane, sensible, and useful standards that are compatible with our agency's rules and regulations

13-15 March 2007 – Concord

To register contact SSG Trina Wycoff

New AGR Seminar This program is designed to inform new AGR employees the AGR Program and Processes.

21 March 2007 - Center Strafford

To Register contact TSgt Joyce Kilmer

The Human Resource Development Section conducts professional development training. Offering these courses in house is a tremendous cost savings, not only in travel and per diem but also in tuition cost and time away from the office. We are also available to conduct these courses for work groups. The lengths of the training sessions vary depending on the supervisors' desired outcome and the course material.

Myers Briggs Personality Indicator (MBTI)

Learn about personality preferences and type dynamics. Also learn your own type and preferences; and see a helpful framework that clarifies how type enables and disables teamwork.

30 January 2007 – Concord

1 March 2007 – Pease

26 July 2007 – Concord

To register contact SSG Trina Wycoff

7 Habits of Highly Effect People

The principles taught in *The 7 Habits of Highly Effective People*—the national best seller by Dr. Stephen R. Covey, founder and chairman of FranklinCovey Co., are brought to life in this powerful workshop. It has helped transform thousands of organizations throughout the world by transforming the people they depend on.

8-10 January 2007 Signature Program

12 January 2007 Maximizer Program

11-13 June 2007 Signature Program

15 June 2007 Maximizer Program – Center Strafford

To register contact SSG Trina Wycoff

The 7 Habits...and What They'll do for Your Work Group

The Habit	The Results of 7 Habits Training
Be Proactive	Fosters courage to take risks and accept new challenges to achieve goals
Begin with the End in Mind	Brings projects to completion and unites teams and organizations under a shared vision, mission, and purpose
Put First Things First	Promotes getting the most important things done first and encourages direct effectiveness
Think Win-Win	Encourages conflict resolution and helps individuals seek mutual benefit, increasing group momentum
Seek First to Understand, Then to Be Understood	Helps people understand problems, resulting in targeted solutions; and promotes better communications, leading to successful problem-solving

Synergize	Ensures greater "buy-in" from team members and leverages the diversity of individuals to increase levels of success
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Sharpen the Saw	Promotes continuous improvements and safeguards against "burn-out" and subsequent nonproductivity
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FOCUS: Achieving Your Highest Priorities

One day workshop using the FranklinCovey Focus Solution that teaches productivity skills integrated with a powerful planning system that helps employees clarify, focus on, and execute the highest priorities-personally and professionally.

18 April 2007- Pease

19 April 2007 – Concord

29 August 2007 – Concord

30 August 2007 - Pease

To register contact **ILT Jim Pappaioanou**

FIRO B

The FIRO-B Instrument is used to assist teams and individuals to learn about their behavior styles and their impact on others.

Inclusion, Control and Openness: The elements are then broken down into needs and wants. There are many exercises to explore these elements. Training can be done in a multiple of ways. It is suggested to have a 1 – 2 hour introduction to the instrument. Have students take the instrument. Students can receive 1 on 1 counseling with the results or groups/teams may request additional training.

17 October 2006 – Concord

27 February 2007 – Pease

18 September 2007 – Concord

To register contact Mrs. Judey Clemons